



## Child Care Stabilization Fund

### Tips to Navigating and Completing your Grant Application

#### Verify your account

Each time you log-in, you may be prompted to verify your email (i.e., receive a verification code sent to the email associated with your account). This is done to make sure your data stays safe.

If you select the box "Remember me" on the log-in screen, you will reduce the number of times you must enter a verification code.

A screenshot of the GrantsConnect website's account verification page. On the left is a blue vertical banner with a white gift icon and the text "GrantsConnect". The main content area is white and titled "VERIFY YOUR ACCOUNT". Below the title, it says "A security code has been sent to the email entered on the previous step". There is a text input field labeled "Please enter the code below". Below this field is a checkbox labeled "Remember me on this computer", which is circled in red. To the right of the checkbox is a blue "Sign in" button. At the bottom left of the main area is a link "Back to sign in...". At the bottom right is a link "Resend security code". In the top right corner, there are two tabs: "Sign in" (active) and "Sign up". The footer contains the text "Powered by: YourCause" on the left and "Need assistance? Email Live chat" on the right.



# Rhode Island Department of Human Services

## Child Care Stabilization Fund

### Saved Applications

If you have started an application, you will see the open application on the welcome page, with the option to “Edit”.



### Rhode Island Child Care Stabilization Fund

Accepting applications until Jul 31, 2021 10:59 PM CST

Welcome to the 2021 Rhode Island Child Care Stabilization Fund! This federally funded grant will support the child care system's recovery during the COVID-19 pandemic with key focus on recommended categories of spending designed to stabilize the system's ability to effectively and safely serve young children.

For more information, please contact: [ChildCareGrants@pcgus.com](mailto:ChildCareGrants@pcgus.com).

You have 1 application that has not been submitted. Click edit, view all my applications, or start a new application.

John Smith  
Application ID: 1121181

Edit

[View all my applications](#)

[Start new application](#)

### Application

### Information

This information is auto-populated from data input when you created your account. You may edit this data by navigating to your name on the upper-right side of the webpage and selecting “My Account.” This is also where you can create a new password for your account.

 Applicant Information

 [Manage applicants \(1\)](#) ^



Hallie Wells  
148 State Street, Boston, MA, 02109, US  
[hwells@pcgus.com](mailto:hwells@pcgus.com)



## Child Care Stabilization Fund

You may add a “second contributor” or “reviewer” from your organization (e.g., you are the director and want to keep your financial manager informed on the application) by selecting the Person+ symbol.

You may only add individuals who have already created an account. You may search for them by email and manage their access by selecting either “Can manage applicants” (allowing the user to edit an application) or “Receives email notifications for application status updates” (allowing the user to stay updated on the application status).

### Manage Applicants

**Add Applicant**  
Add additional applicants to this application and select what permissions they have.

Search for applicant

**Permissions**  
☐ Can manage applicants  
☐ Receives email notifications for application status updates

[Clear](#) [Add](#)

APPLICANT	PERMISSIONS
<b>Hallie Wells</b> hwells@pcgus.com	

Any question with a red asterisk is required.

**FORM QUESTIONS**  
Complete the required fields below.  
Program is accepting applications

What type of provider is your organization? \*

☐ Child Care Center  
☐ Family Home Provider  
☐ License Exempt Provider



# Rhode Island Department of Human Services

## Child Care Stabilization Fund


### Application


The application questions are split into 2 sections: (1) Provider Information; and (2) Certification and Verification.

These questions can be viewed by selecting the +, which will expand the tile and reveal the questions.

What type of provider is your organization? \*

- ☒ Child Care Center
- ☐ Family Home Provider
- ☐ License Exempt Provider


 PROVIDER INFORMATION

 CERTIFICATION AND VERIFICATION

### Selecting your program

As part of the application, you must select the program on whose behalf you are applying. This can be done by searching for your program in the first field of the application under "Provider Information."

To search for your program, begin typing either your program name or licensing ID in the search field (pictured below for Child Care Centers).

 PROVIDER INFORMATION

Please choose your Child Care Center

Type to search by your Program Name or DHS Licensing ID.

This search function is called "Smart Type," and the related program options will appear as you begin typing (e.g., if you start typing "Stor...", Stork's Nest Child Academy programs will appear in the drop down bar).



# Rhode Island Department of Human Services

## Child Care Stabilization Fund

If your program does not appear or you notice edits in your program's name, licensing ID, or address that need to be corrected, select the checkbox as seen below. You will then be provided fields to update your program information.

Please choose your Child Care Center

Type to search by your Program Name or DHS License ID.

☒ Do you need to provide updates for the above information or is your information not listed above?

Legal name of organization:

Provider Licensing ID:

Site location street address:

Site location address line 2:

City:

State/Province:

Zip/Postal Code:

## Download your application

You may download a copy of the application at any time by selecting the download icon on the top right side of the application page.

### FORM QUESTIONS

Complete the required fields below.  
Program is accepting applications

 Download

What type of provider is your organization? \*

- ☒ Child Care Center
- ☐ Family Home Provider
- ☐ License Exempt Provider

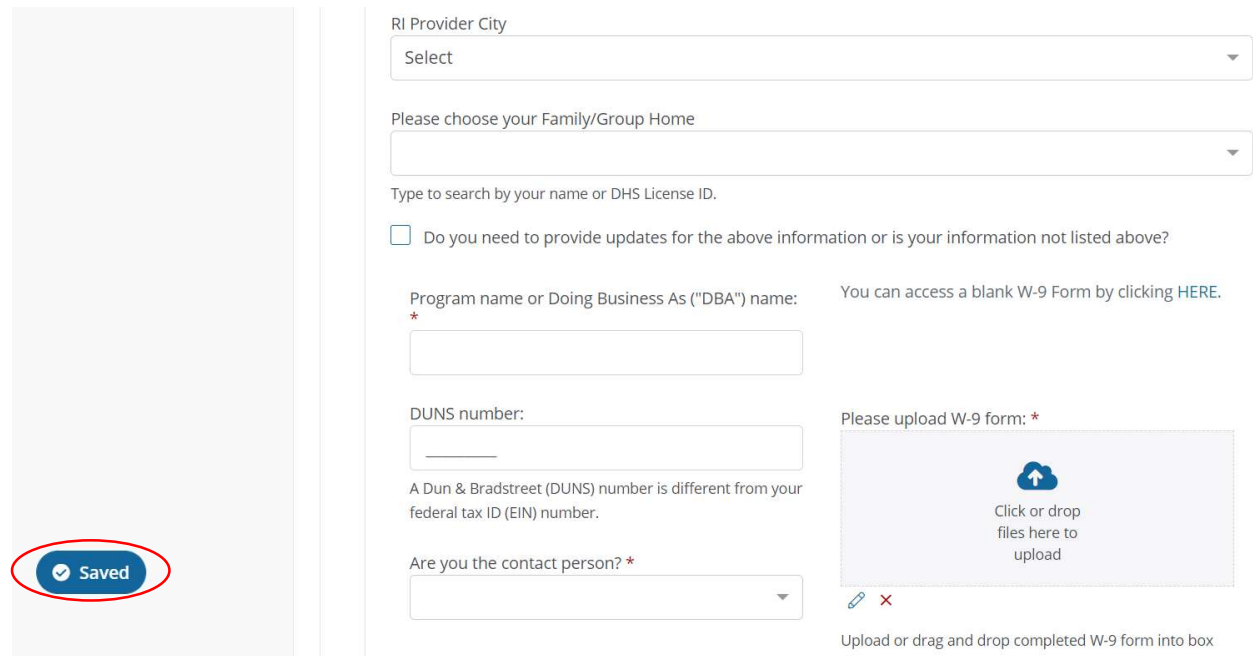


# Rhode Island Department of Human Services

## Child Care Stabilization Fund

### Auto-save

As you complete the application, the blue icon on the left side of the application screen will refresh and auto-save your application. If you leave the application page or are disconnected for some reason, it will display the auto-saved information when you return to the application.



RI Provider City  
Select

Please choose your Family/Group Home  
Type to search by your name or DHS License ID.

☐ Do you need to provide updates for the above information or is your information not listed above?

Program name or Doing Business As ("DBA") name: \*  
You can access a blank W-9 Form by clicking [HERE](#).

DUNS number:  
A Dun & Bradstreet (DUNS) number is different from your federal tax ID (EIN) number.

Are you the contact person? \*  
Upload or drag and drop completed W-9 form into box

Please upload W-9 form: \*

Click or drop files here to upload

### Upload your W-9

You may “drag and drop” a saved file into the blue box with the cloud icon, or you may select the cloud icon to search for the saved file on your computer. You may also add a file by selecting the blue pencil icon. You will know the file has uploaded because the name of the file will appear in the blue box under the cloud icon.

To remove a file, select the red X below the blue box.



Please upload W-9 form: \*

Click or drop files here to upload

Upload or drag and drop completed W-9 form into box



# Rhode Island Department of Human Services

## Child Care Stabilization Fund

### Submit and Review your application

Your application will be submitted only once you select the Submit icon at the bottom of the page. This will generate a confirmation email.

#### CERTIFICATION AS TO ACCURACY:

I certify that the information provided in this application and the information I have provided is true and accurate.

☐ I agree: \*

Type FIRST and LAST name: \*

By typing my name in the box above, I acknowledge that I am electronically signing this document.

Date:

Submit

You may check on the status of your submitted application on the home screen, or by navigating to the “My Application” tab at the top of the page. On the right side of the screen, an icon will show the status of your application.



[My Applications](#)

[Awards](#)

[Support](#)

John Smith ▾

### My Applications

Your applications and nominations are shown here.

Search by application ID



Rhode Island Child Care Stabilization Fund

John Smith

RI Child Care Stabilization Fund

Draft saved on Mar 9, 2021

Application ID: 1121181

Created on Mar 4, 2021

[Manage application](#)

Draft



# Rhode Island Department of Human Services

---

## Child Care Stabilization Fund

The application status list and corresponding meanings are summarized in the table below:

Draft	Applicant has started and saved the application but has not yet submitted.
Awaiting Review	Application was submitted.
In Progress	Application was submitted, and review of the application is in progress.
On Hold	A grant reviewer has requested a revision from the applicant.
Approved	A grant reviewer has approved the application.
Declined	A grant reviewer has declined the application.

Once an application has been submitted, it can only be edited by an application reviewer. Please reach out to [ChildCareGrants@pcgus.com](mailto:ChildCareGrants@pcgus.com) if you need to make a change to a submitted application or if you need assistance in completing the application.